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**APPLIES TO:** All Kettering College Students

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**ISSUED:** February 14, 2023

**KEYWORDS:** non-academic, appeal, citizenship, integrity, decision

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**EFFECTIVE:** February 14, 2023

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**PURPOSE:** The purpose of this policy is to set forth the manner by which student appeals of non-academic decisions are processed and decided.

**DEFINITION OF TERMS IN THIS POLICY:**

- 1. Non-Academic Decision:** A decision made by a college employee or administrator regarding non-academic policy and operations. Examples include financial refunds, admission/readmission, credit evaluations, code of conduct and integrity, and citizenship decisions.
- 2. Non-Academic Appeal:** Written communication from a student that identifies a non-academic decision with which a student disagrees; a specific request for how to resolve the disagreement; and a rationale for the request.
- 3. Citizenship Committee:** An entity comprising designated members chaired by the Associate Dean of Student Success and typically made up of four to five faculty and staff members responsible for making citizenship decisions. Ad hoc faculty are also consulted when academic information is necessary. The Citizenship Committee handles code of conduct and integrity decisions.
- 4. Student Services Appeals Committee:** An entity comprising designated members chaired by the College Registrar and typically made up of four to five faculty and staff members. Ad hoc faculty are also consulted when academic information is necessary. The Student Services Appeals Committee handles student records, financial, and services decisions.
- 5. Bad Faith:** Acting in an intentionally dishonest way by not fulfilling legal or contractual obligations or by otherwise misleading another.
- 6. Post:** A non-academic decision may be posted in several ways such as email, phone call, or the delivery of a certified letter.
- 7. School Day:** A business day during the academic term, excluding holidays when classes are cancelled.

**POLICY DETAILS:**

Non-academic policy decisions are final unless an affected student demonstrates that one of the following:

- A mistake was made in making the decision, such as a miscalculation of a tuition refund;
- The decision was made by misinterpreting or inconsistently applying a college policy, including college policies set forth in the Academic Bulletin, Student Handbook, or the college website;
- The decision was made in an unfairly or discriminatory manner or in a manner that clearly reflects bad faith; or
- The decision-maker did not account for relevant information or extraordinary circumstances that ought to have been considered in making the decision and that warrant an exception to the decision in a particular case.

A list of examples for appeal can be found online at [www.kc.edu/non-academicappeals](http://www.kc.edu/non-academicappeals). Please note that Title IX appeals should follow the process outlined in the *Sexual Misconduct Policy*. Applicants with admissions appeals will appeal to the Admissions Committee.

**PROCEDURE:**

A student wanting to appeal a non-academic policy decision will take the following steps:

1. Submit information needed on the Non-Academic Appeal Form ([www.kc.edu/non-academicappeals](http://www.kc.edu/non-academicappeals)):
  - i. Decision the student is appealing
  - ii. Reason for the appeal and/or extenuating circumstances the student has experienced that necessitated the non-academic appeal request
  - iii. Requested resolution to the appeal
2. Depending on the appeal, the Student Services Appeal Committee or Citizenship Committee will review the appeal. The committee chair will reply in writing within seven school days of the receipt of the appeal form and shall state and affirm the decision, modify the decision, or overturn the decision. This reply will be reported to all persons currently involved— the student and necessary College personnel— and will be filed in the student information system, necessary offices in Student Services, and the Office of the Dean of Student Success.
3. If the student is not satisfied with the decision of the committee, he/she may write a written appeal to the Dean of Student Success within seven school days of receipt of written decision. The dean may decide the case directly or may decide to convene a non-academic appeals panel, as described below, to review the appeal and advise the dean on its merit. The following options of adjudication are:
  - i. **Direct Adjudication of the Appeal by the Dean:** If a panel is not convened and the dean adjudicates the case directly, the dean shall reply in writing within seven school days of receiving the appeal and shall state the decision of the Non-Academic Appeals Committee and affirm, modify, or overturn the decision.
  - ii. **Adjudication with Advice from a Non-Academic Appeals Panel:** If the appeals panel is convened to review the appeal and advise the dean on its merit, the panel will comprise, in addition to the permanent members of the panel, two faculty or staff members: one chosen by the student, and one chosen by the chair of the specific Non-Academic Appeals Committee from the appeal decision. The appeal shall be considered at a meeting of the appointed panel. This shall be commenced within seven school days following receipt of the appeal by the dean. The panel shall report its findings and any recommendations to the dean within seven school days of its initial meeting. The dean shall reply to the student in writing within seven school days of receiving the panel's report and shall state the decision of Non-Academic Appeals Committee and affirm, modify, or overturn the decision.

The decision of the Dean of Student Success is final. The reply generated in either situation will be reported to all persons currently involved—the student, other College officials involved in the case, and, if convened, the panel members. The reply must also be reported to necessary College personnel. This reply will be filed in the permanent files of the Office of the Dean of Student Success.



Non-Academic Appeals

KC Policy # MISC 110

**RESOURCES/REFERENCES:**

Related KH Policy: KC's *Academic Appeals* (AC 125) and Sexual Misconduct (Student Handbook)

Maintained by: Office of the Dean of Student Success

**HISTORY OF REVISION:**

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Revision dates: February 14, 2023